

HOW TO SCHEDULE AN ON-CAMPUS COVID19 TEST

1. You will receive an email from no-reply@cleared4work.com with a personalized link for your account. Click the personalized link to open the appointment registration page.

 Mon 8/9/2021 6:32 PM
no-reply@cleared4work.com
Welcome to safeCircle at CUNY

To [REDACTED]

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email is from outside BC, so examine it closely before opening attachments or clicking on links



Hello [REDACTED]

As a follow-up to the recent email from Chancellor Matos Rodríguez about the launch of the CUNY COVID-19 Testing Program, please visit [https://www.c4wrk.com/\[REDACTED\]DEN1oWZZLA](https://www.c4wrk.com/[REDACTED]DEN1oWZZLA) to participate in CUNY's safeCircle™ COVID Testing. To learn more about the program, please visit the Testing FAQ at <https://www.cuny.edu/coronavirus/covid-19-testing-program-facultyandstaff-faq/>

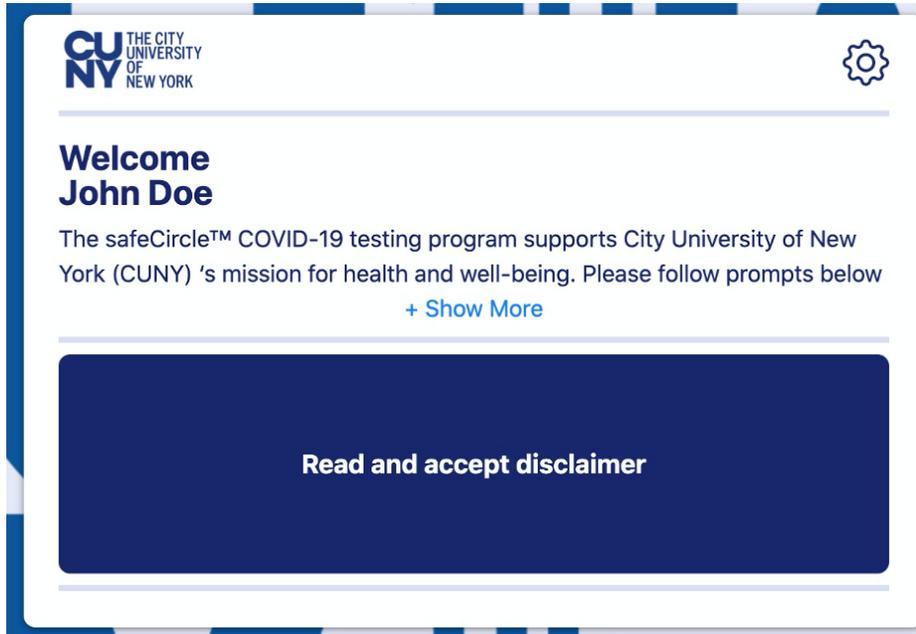
Thanks,
City University of New York (CUNY)

City University of New York (CUNY), 425 E. 25th St., , New York, NY - 10010, US
Powered by **Cleared4**

NOTE: If you did not receive the email or are unable to find it, sign in to CUNYfirst and click the option that says "I am not fully vaccinated **OR** I do not wish to disclose my vaccination status." This should generate a new unique link for you. If this does not work contact the ITS helpdesk at ITWORKORDERS@bcc.cuny.edu or 718-289-5969.

I am not fully vaccinated **OR** I do not wish to disclose my vaccination status.

- Click the button to read and accept the disclaimer:



- Complete and verify your personal information (required information is noted with a red asterisk):



- a. You must provide accurate personal information and the information should be the same as the record of source in CUNYfirst:

The screenshot shows a 'Personal Information' form on the CUNY website. The form is titled 'Personal Information' and has a close button in the top right corner. It contains several fields for user information:

- First name *: John
- Last name *: Doe
- Country code *: USA (+1)
- Mobile number *: 718-555-5555
- Address 1 *: 2900 Bedford Avenue
- Address 2: (empty)
- City *: Brooklyn
- State *: NY
- Zip code *: 11210
- Country *: US
- Date of birth *: 01 / 01 / 2000
- Gender: No Response
- Race: No Response
- Ethnicity: No Response

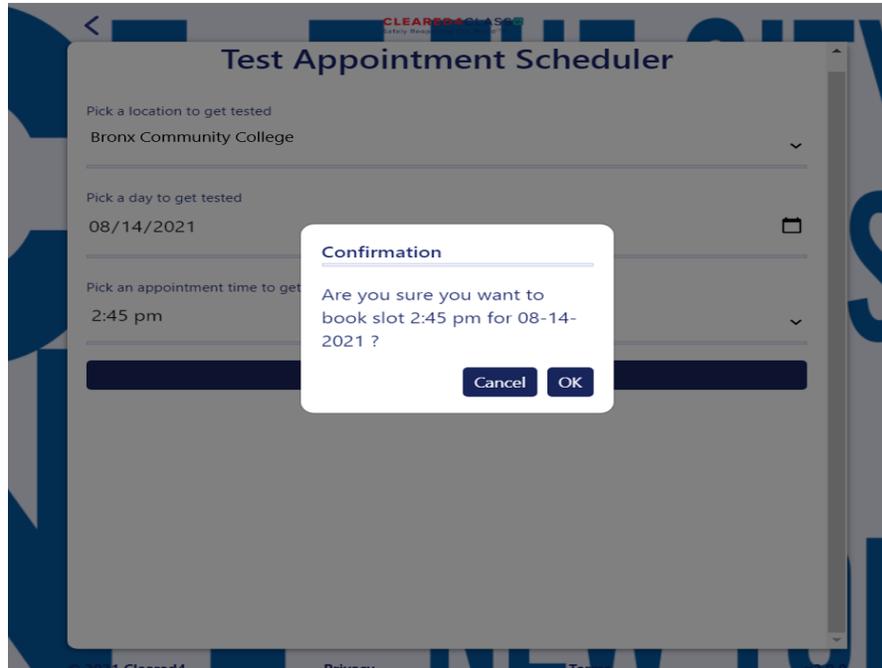
At the bottom of the form is a blue 'Save' button.

4. After saving your personal information, click "Book Appointment". **Select Bronx Community College as your location** then choose a date and time that works for you:

The screenshot shows the 'Test Appointment Scheduler' interface. It has a title 'Test Appointment Scheduler' and a logo for 'CLEARED4' at the top. The interface includes the following elements:

- Pick a location to get tested: Bronx Community College
- Pick a day to get tested: 08/10/2021
- A calendar for August 2021 with the 10th highlighted.
- A 'Book' button.
- Footer text: © 2021 Cleared4, Privacy, Terms, v2.5.0

5. Confirm your appointment:



6. Click the settings icon to choose how and when to receive your appointment reminder:

